

# Process Servers, Court and Clerk's Office Information and Exchange Presentation

Minutes for January 19<sup>th</sup>, 2010

## Welcoming Remarks

- Honorable Michael K. Jeanes, Clerk of the Superior Court, welcomed the group to the meeting. The meeting started at 12:00. **The next quarterly meeting is scheduled for Tuesday April 20<sup>th</sup>, 2010 at 12:00** and will be held in the Downtown Justice Center, 620 West Jackson, in the 2<sup>nd</sup> floor CTS Training Room Suite 2083. Parking is available in the parking structure across the street at 601 West Jackson.

The Process Server's 2009 meeting calendar is available on the Clerk's Internet site at:  
[http://www.clerkofcourt.maricopa.gov/Process\\_Server/calendar/PS-Y2010CAL.pdf](http://www.clerkofcourt.maricopa.gov/Process_Server/calendar/PS-Y2010CAL.pdf)

## eFile and ECR Online Update

- Mr. Jeanes reviewed the Supreme Court initiatives and discussed Intresys the vendor contracted to develop the statewide eFiling portal <http://www.azturbocourt.gov/>. This program works similar to Turbo Tax and is available now for Justice Court filings. The change of the eFiling portal should be available for the Superior Court filings sometime in the spring, at this time the date is unknown. Superior Court customers will have the capability to prepare and eFile subsequent documents using this system for Civil cases.
- Mr. Jeanes explained the Supreme Court Rule 123 changes that will allow documents of Civil cases to be viewed online by the public for a fee. The specifics have yet to be worked out and other case types will remain available in the Customer Service Center or via the ECR to case parties and counsel.

<http://www.supreme.state.az.us/rules/2008RulesA/2009%20Rules/Aug%202009%20orders/R080039.pdf>

## Budget Status Update

- Mr. Jeanes stated the budget cuts that have continued for all State and County offices, this also hit the Clerk's office. The budget submitted for the Clerk's office was approved but since the State budget has yet to be finalized, final decisions have not been made.

## American Express Cards

- Mr. Jeanes announced the Clerk's Office now accepts American Express Cards this began Jan. 8<sup>th</sup>, 2010.

## Transcript of Judgment Filing Fee

- Mr. Jeanes explained the new fee scheduled to begin February 1<sup>st</sup>, 2010 for the Transcript of Judgment will raise the \$26.00 fee to \$41.00. The flyer is added as an attachment.

## Process Server Updates

Mr. Jeanes introduced Melanie Fay, Public Records Administrator.

- Process Server Study Guide
- APSA Website - [www.arizonaprocessservers.org](http://www.arizonaprocessservers.org)

## Service issues

- Reminder, the card you carry as Process Server Identification states you are an "Officer of the Court"  
Please be sure you are identifying yourself as an "Officer of the Court".

## Renewal Issues

- Reminder the license renewal must be requested 30 days prior to the expiration date.

## Process Server Cards request

- The request to review the card style has been completed. The cards have been given a new design format. All cards that are issued going forward will be the new style.
- New Process Servers study guides are in process but not yet completed. When they are available, notice will be posted on the Process Servers web page. [http://www.clerkofcourt.maricopa.gov/process\\_svr.asp](http://www.clerkofcourt.maricopa.gov/process_svr.asp)
- For CE hour's http – refer to [www.supreme.state.az.us/cld/pps.htm](http://www.supreme.state.az.us/cld/pps.htm)
- Code of Ethics - refer to <http://www.arizonaprocessservers.org/codeofethics.asp>

## Issues submitted at request of Process Servers

Mr. Jeanes presented the Current Court Case Volumes, eFiling Volumes, statistics were attached to the agenda and reviewed on screen and the end of the minutes. These statistics showed a growth in most areas. Data is from the Superior Court FY Totals.

## July Meeting Follow-up "Original Stamp"

- Summons with red "Original" stamp, Kathy Whittiker, Court Operations Manager reviewed the original stamp issue and took suggestions from Process Servers.
  - **ORIGINAL Stamp**

There had been a question received as to the ORIGINAL Stamp on the Summons.

    - For Civil documents, the original document is given back to the process server and it is stamped ORIGINAL. After service the original is filed in.
    - For Family documents, the original is filed in and a copy is served. The copy is not returned, copies are used in Family because a large percentage of the cases are pro per and the original was not always returned and filed in as appropriate.

## Justice Courts Information

- Mr. Jeanes stated that with the Justice Court calendar it was difficult for Judge Goodman to be available for these meetings. The Justice Court has assigned Mr. James Vance, JC Administrator as representative. Mr. Vance was introduced and is available for any Justice Court questions or concerns.

Mr. Jeanes asked if there were any other questions, with nothing else the meeting closed at 1:00 PM.

## Announcing THE NEXT REGULAR MEETING IS SCHEDULED:

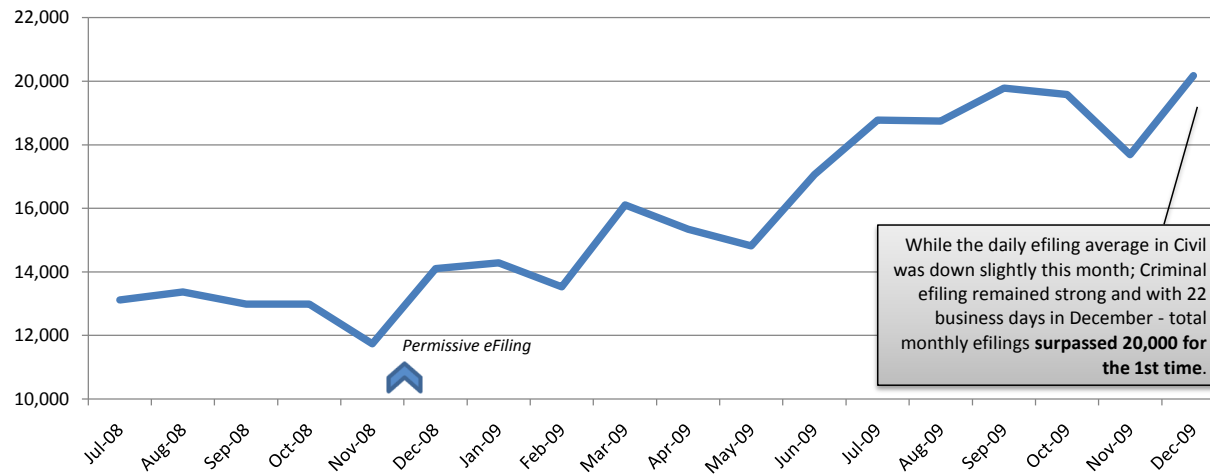
**Tuesday, April 20<sup>th</sup>, 2010 from 12:00 – 1:00 PM**  
**620 WEST Jackson – 2nd FLOOR- CTS TRAINING ROOM #2083**



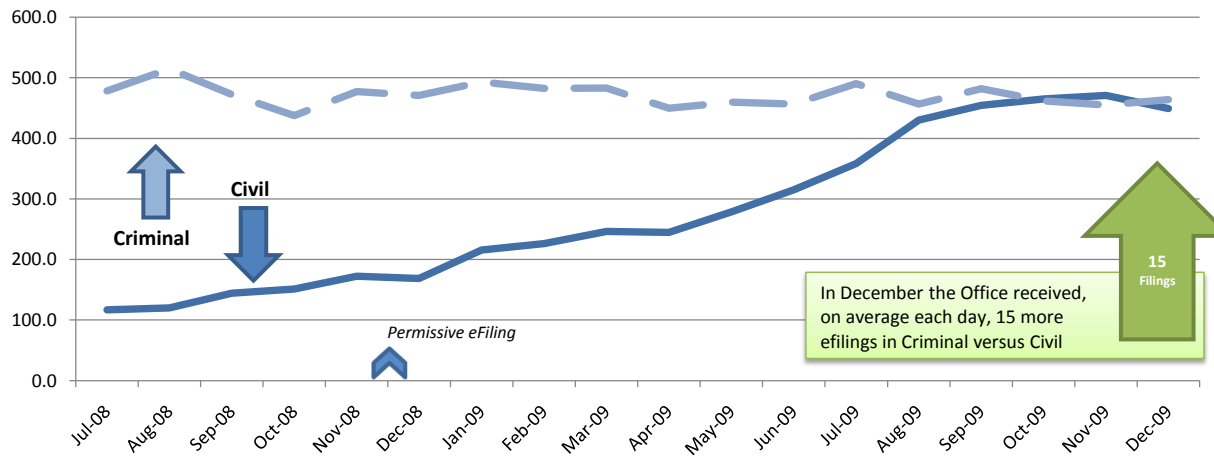
# eFiling Program | Statistical Report (December 2009)

Strategic Planning & Information Technology | Clerk of the Superior Court

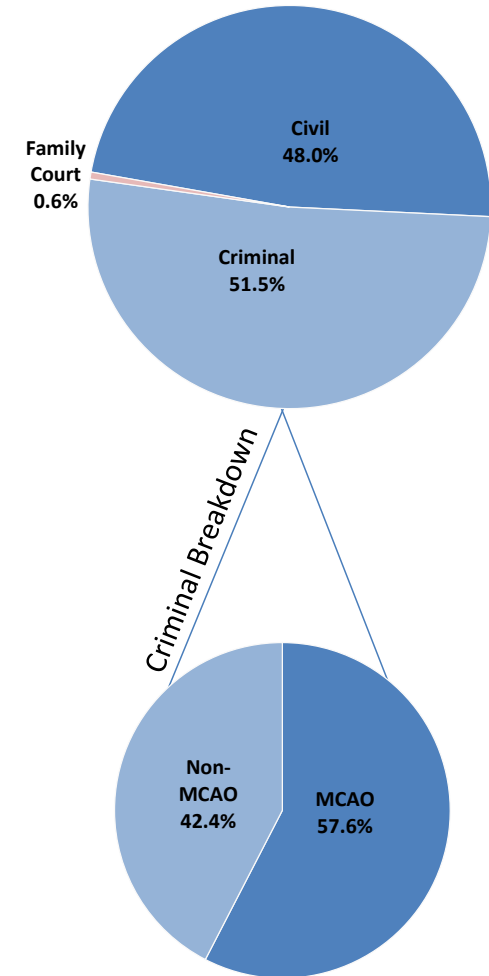
## Monthly eFiling Totals



## Daily eFiling Averages

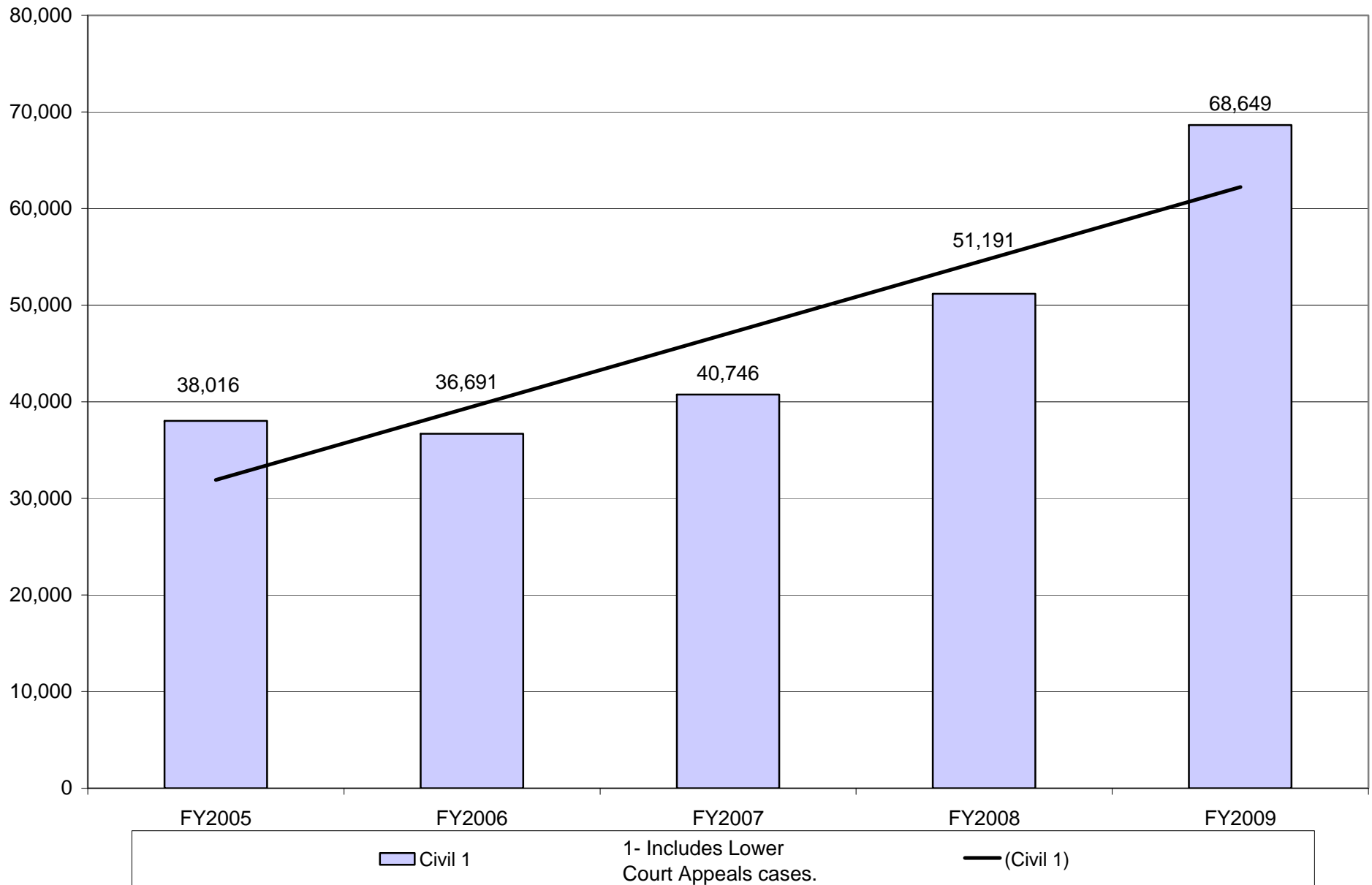


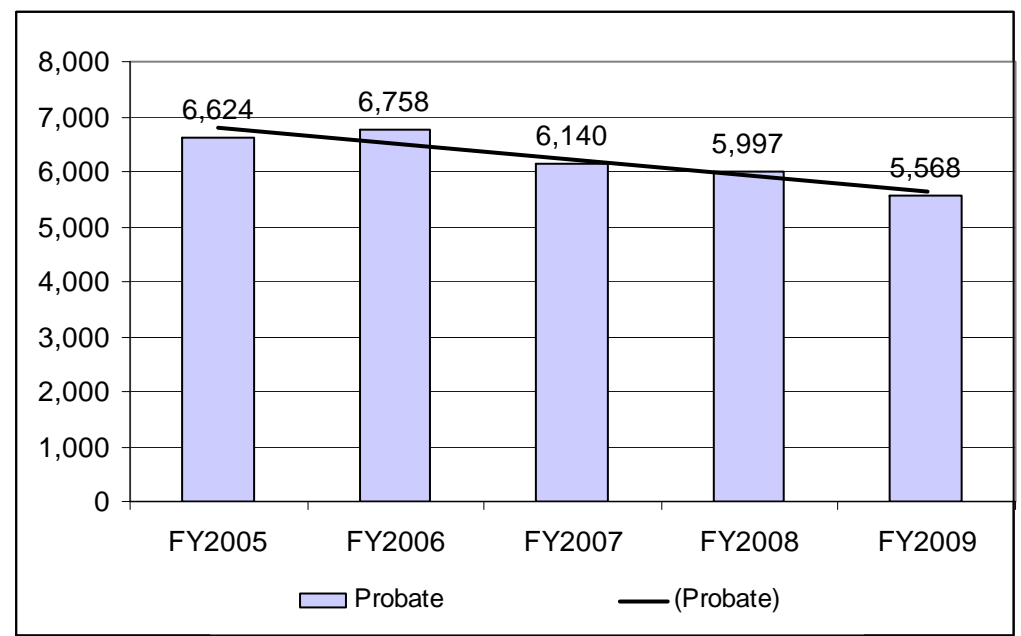
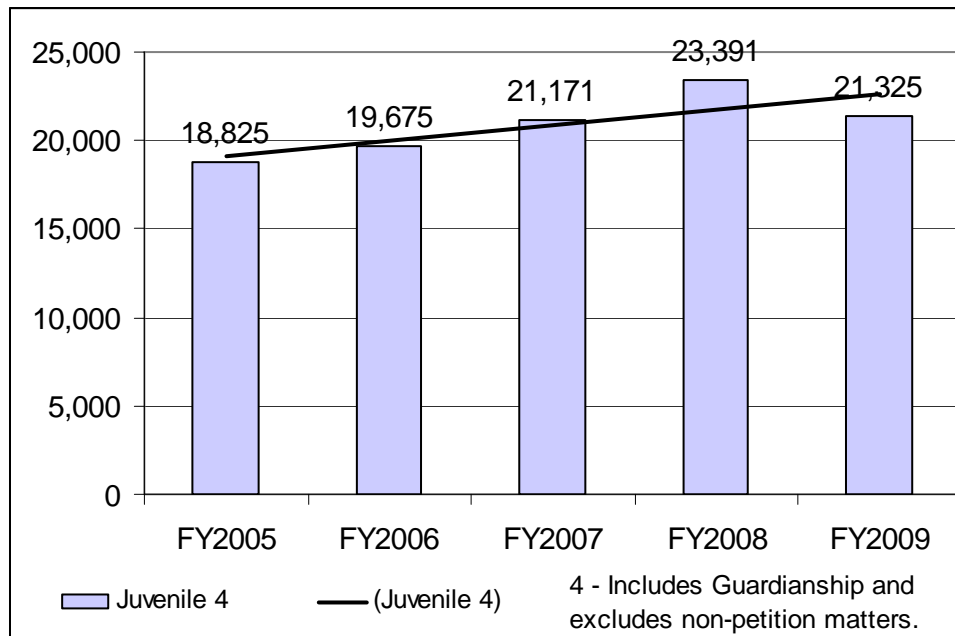
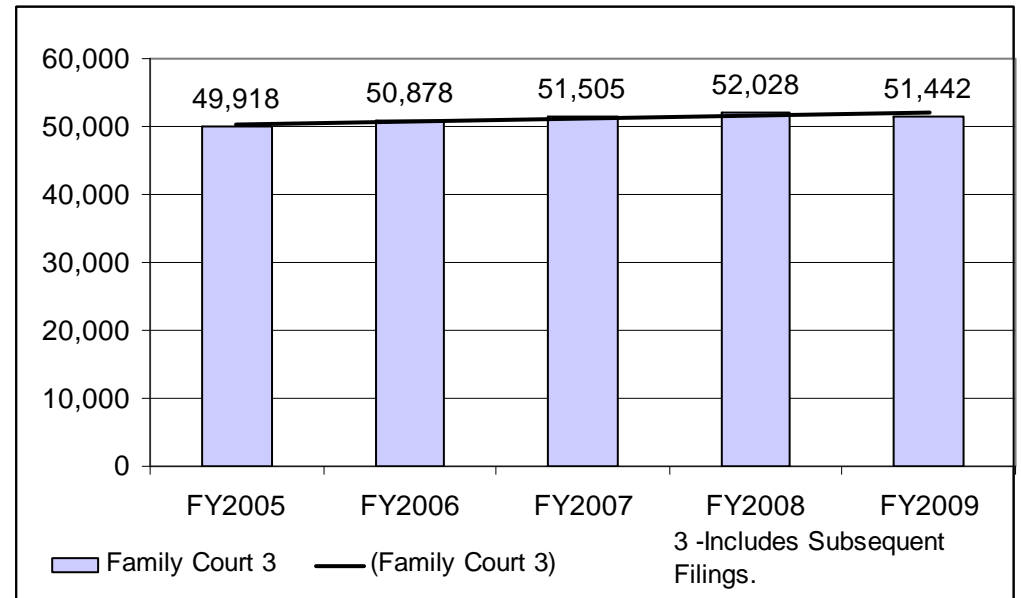
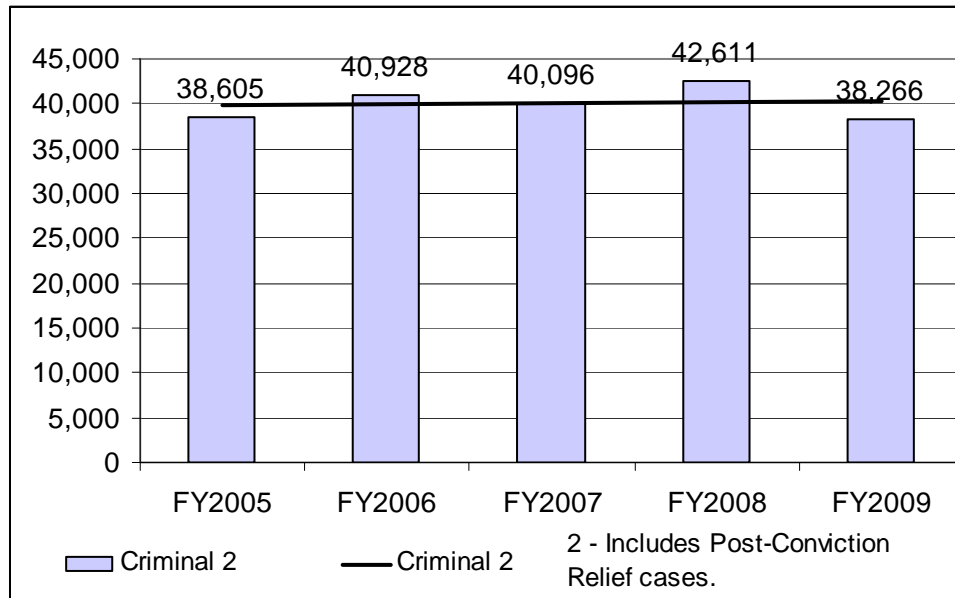
## eFilings by Case Type Through December 2009



These statistics represent a snapshot view of the percentages of eFilings that were received in each case type since the beginning of the Fiscal year.

**SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY**  
**TOTAL ANNUAL CASE FILINGS FOR CIVIL**  
**FY 2005-FY 2009**





# ***PLEASE NOTE:***

**Effective February 1, 2010,**  
the fee for filing a new  
Transcript of Judgment  
from another court will  
increase from \$26 to **\$41.**  
An updated listing of all fees  
will be posted on the  
Clerk of the Court's website  
under "Filing Fees"  
on February 1, 2010.

**[www.clerkofcourt.maricopa.gov](http://www.clerkofcourt.maricopa.gov)**